After the Emergency

Whether an emergency is weather related, workplace violence or a fire, appropriate actions must be taken to ensure that administrative procedures are followed to protect the facility.

After a Workplace Injury or Illness

If an individual is injured or becomes ill due to the workplace environment, follow these procedures.

1. Ensure that the individual has received appropriate medical care.

2. Notify the individual’s immediate supervisor of the injury/illness and the surrounding events.

3. Ensure that a First Report of Injury (IA-1 Form) is completed documenting the injury or illness as soon as possible.

4. If further assistance is needed, contact:
   - **Risk Management**
     852-6925
     (Office hours 8 a.m.-4:30 p.m. - after hours call 852-6111)
   - **Department of Environmental Health and Safety**
     852-6670
     (Office hours 8 a.m.-4:30 p.m. - after hours call 852-6111)

Damage to your Building

If your building has received damage during an emergency, you should take the following actions:

1. Notify Physical Plant of the damage and the need to repair the facility on an emergency basis.
   - Belknap Campus.........................852-6241
   - Shelby Campus..........................852-5601
   - Health Science Center...............852-5695
     (Office hours 8 a.m.-4:30 p.m. - after hours call 852-6111)

2. Notify Risk Management at 852-6925 of the damage and assist them in recording and documenting the damage.